

STATE OF MISSOURI FACILITY SPECIFICATIONS AND DEFINITIONS

ATTACHMENT E

DEFINITIONS

The terms and parties designated in the Specifications and Proposal Forms shall be defined as follows:

- E-1. Bidder/Lessor/Principal: The individual, firm or group of firms who submit a proposal for leasing the premises to the state as described in the Request for Proposal (RFP) and attachments.
- E-2. State/Lessee/Division of Facilities Management (DFM): The State of Missouri, DFM, shall serve as the state's exclusive representative in all real estate leasing transactions except as otherwise noted by statute or Code of State Regulations. No individual, organization or agency other than the DFM has authority to obligate the state in any form; verbal, written or otherwise. Any questions regarding the bid process, specifications, Lease or authority must be directed to the DFM Leasing Coordinator identified on the cover page of the RFP.
- E-3. Must/Shall/Will/Required: Mandatory provisions; failure to comply will result in rejection of the proposal. Proposals that do not or cannot comply with these provisions will be judged non-responsive and eliminated from consideration.
- E-4. Should/May: A strong expectation that the specified provision will be performed without a mandatory obligation to provide the requirement. If compliance is not possible or desirable, the Bidder must specify that item as a "variance" in the proper place on the Proposal Form and explain fully in attached material. Generic variances to the specification (i.e. all shoulds are variance, etc.) may result in the proposal being declared non-responsive. Consideration will be given to granting the variance in some situations. Acceptance of any variance is at the discretion of the state.
- E-5. Variance: A stipulated non-mandatory provision of these Specifications to which the Bidder requests an exclusion or exemption. The state reserves the sole authority to determine whether a requested variance is acceptable. If the "Variance Requested" box on the Proposal Form is not checked and the requested variances specified on an attachment, the variance will not be accepted and the Bidder will be obligated to meet all provisions of these Specifications. A variance will not be granted for provisions designated as mandatory (see E-3 above).
- E-6. Premises: All land, buildings and equipment included as a part of the property leased to the state.
- E-7. Base Bid Rental Rate: The annual rent amount to be paid the Lessor for use and maintenance of the premises, pest control, fluorescent and incandescent light bulbs procurement and installation, ice and snow removal, parking, lawn care and trash disposal, unless otherwise noted.
- E-8. Architect/Engineer: The Architect or Engineer retained and furnished by the Bidder. The Architect or Engineer must be registered with the State of Missouri and shall furnish all necessary architectural and engineering services as required to construct or renovate the project.
- E-9. Accessible/Accessibility: A condition in which all features and facilities of the premises (land, buildings and equipment) are usable by a state employee or client, including those individuals with disabilities. The specifications set forth by the Americans with Disabilities Act Accessibility Guidelines will be used.
- E-10. ADAAG: The Americans with Disabilities Act Accessibility Guidelines.
- E-11. RFP/Specifications/Bid Package: Any and all material contained within and/or attached to this document.
- E-12. Bid/Proposal: The Proposal Form and any attachments submitted by the Bidder to the state.

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E-13. Surety Document: A bid bond or cashier's check that is provided by the Bidder/Lessor and payable to the State of Missouri as a guarantee of certain action by the Bidder/Lessor. Bidder/Lessor's failure to comply with the warranted provisions may result in forfeiture of the document.

E-14. Extension Period(s): A period of time following the expiration of the stated term of the Lease that allows the state, at its sole option, to continue occupancy for a specified period under the same terms and conditions specified in the original Lease.

E-15. Private Room(s): Rooms having full height (floor to ceiling) walls on all sides and a minimum of one single door not smaller than 3' X 6'8" in height with ADAAG acceptable hardware.

E-16. Workstation(s): Locations where individuals need access to electrical-data/telecommunication outlets to perform work. They include private offices, semi-private offices and open space offices as defined by Office Space Summary Form. In addition, conference room(s), interview room(s), copier area(s), etc., may be workstations if so designated in Data/Telecommunications Requirements.

E-17. Tenant: The agency that occupies the facility. DFM, as Lessee, may elect to re-assign Tenants to best utilize space resources. This may include sub-leasing to a non-governmental Tenant.

E-18. Notice of Award: Written notification issued by DFM notifying Bidder that the state will enter into a contractual arrangement upon compliance with the terms and conditions of the RFP.

E-19. Notice to Proceed: Upon review and approval of architectural plans, a written notification issued by DFM notifying awardee of approval to proceed with renovation/construction in accordance with the RFP and approved drawings.

E-20. Certificate of Conditional Acceptance: Written notification issued by DFM notifying lessor that the facility substantially complies with the RFP and occupancy will occur on the specified date. The date of acceptance initiates the lease agreement. Issuance of this document in no way relieves the Lessor of responsibility for attaining total compliance with the RFP in the specified time period.

E-21. BOCA: The Building Officials and Code Administrators Code.

E-22. UBC: The Uniform Building Code.